



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

09 MAR 2004

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/ILE
1260 Air Force Pentagon
Washington DC 20330-1260

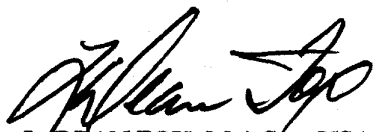
SUBJECT: Two-Bedroom Modified Family Housing Size Standard

We are making steady progress in bringing our family housing up to modern standards. This memorandum modifies the two-bedroom size standard outlined in attachment 2 by adding a room and an additional $\frac{3}{4}$ bathroom. The additional room provides flexible living space for residents and will be designed to serve as a family room, bedroom, den or playroom.

Use the attached application policy (atch 1) and previous guidance in attachment 2 to implement the new two-bedroom (2BR) modified standard beginning with the FY06 MILCON program. Additionally, the 2BR modified standard applies to privatization projects not in the step two acquisition phase. Refer to the new application policy (atch 1) and previous guidance in attachment 3 for privatization program specific requirements.

Our goal is to maximize use of existing resources and make financially sound decisions. We recognize there may be some added costs associated with increasing the unit sizes. We need your involvement and leadership to ensure we are wisely balancing improved living conditions for our military families with the additional cost to provide those improvements. The next update to AFI 32-6002, *Family Housing Planning, Programming, and Design and Construction*, and the *Air Force Family Housing Guide* will include the new standards.

Should your staff have questions or comments, please contact Mr. Alec Earle, AF/ILEHD, DSN 664-4178, alec.earle@pentagon.af.mil.


L. DEAN FOX, Maj Gen, USAF
The Civil Engineer
DCS/Installations & Logistics

Attachments:

1. Application Policy - Two-Bedroom Modified Family Housing Size Standard
2. HQ USAF/ILE memo, New Military Family Housing (MFH) Size Standards, 28 May 2002
3. HQ USAF/ILE memo, Housing Privatization Executive Review Policy Changes, 17 Nov 2002

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Application Policy - Two-Bedroom (2BR) Modified Family Housing Standard

1. **Purpose.** This policy provides guidance on applying the two-bedroom (2BR) modified size standards to JNCO and SNCO/CGO two-bedroom units. Apply the policy as follows:
 - 1.1. Program MILCON projects beginning in FY06 and beyond using the new standard. Follow guidance outlined in AF/ILE policy memorandum, New Military Family Housing (MFH) Size Standards, dated 28 May 2002 when applying the 2BR modified standard. The 2BR modified standard may be incorporated into projects programmed prior to FY06 if it can be done within the programmed amount and without reducing the project scope.
 - 1.2. Incorporate into privatization projects that have not entered Step II in the acquisition phase. All changes in scope must follow the policy outlined in AF/ILE policy memorandum, Housing Privatization Executive Review Policy Changes, dated 17 November 2002, paragraph 3.
2. **Size and Functional Standards.** The 2BR modified standard adds a room with closet and a $\frac{3}{4}$ size bathroom to the current 2 BR configuration to enhance housing unit functionality. The additional room provides flexible living space for residents and will be designed to serve as a family room, bedroom, den or playroom.
 - 2.1. The $\frac{3}{4}$ bath contains a vanity sink, toilet and shower.
 - 2.2. The table below shows the allowable range of area square footages for each functional space (additional room, $\frac{3}{4}$ bath) along with the unit total. The desired range is denoted by the categories: minimum, "benchmark", and maximum. The "benchmark" represents the midpoint of the range and is based on a well-proportioned "benchmark" size house. The sizes indicated are inside clear area square footages for each functional space. Replacement units must be programmed and designed to the programming benchmark.

Grade	Functional Space	Improvements		Replace/New		Benchmark (Programming)		Replace/New		Garages	
		Minimum		Minimum				Maximum		Detach	Attach
		NSF	GSF	NSF	GSF	NSF	GSF	NSF	GSF		
JENL (E1-E3)	Additional Room	90	NA	100	NA	110	NA	120	NA		
JNCO (E4-E6)	$\frac{3}{4}$ Bath	35	NA	40	NA	45	NA	50	NA		
	Total 2BR Modified	980	1220	1070	1330	1180	1480	1300	1630	2 Car	1-2 Car
SNCO (E7-E8)	Additional Room	90	NA	100	NA	110	NA	120	NA		
CGO (O1-03)	$\frac{3}{4}$ Bath	35	NA	40	NA	45	NA	50	NA		
	Total 2BR Modified	1050	1300	1150	1420	1350	1670	1540	1920	2 Car	1-2 Car

3. **Privatization.** Follow the procedures below to implement the 2BR modified standard in privatization projects.
 - 3.1. Formulate a new government proforma analysis for any affected project that substitutes the construction or replacement of the 2BR modified standard in lieu of the existing 2BR standard. Do not modify existing adequate, two-bedroom units to the 2BR modified standard until funding is available within the transaction's reinvestment account. No other changes in scope should be addressed within this analysis unless approved by AF/ILEH in writing. Incorporate the most current Basic

Application Policy - Two-Bedroom (2BR) Modified
Family Housing Standard

Allowance for Housing (BAH) rates (2004 or later) into the revised proforma along with changes to the Windfall Profit account funding stream to support this new scope requirement. Once the analysis is complete, identify any shortages or excess of funds as a result of these policy and rate changes. Submit a request for increases in scoring, with a suggested fund source, to AF/ILEH for approval. Include in the submission a marked-up DD Form 1391. As a reminder, commands should always follow the guidance outlined in the AF/ILE memorandum, Housing Privatization Executive Review Policy Changes, 17 November 2002, paragraph 3 when requesting scope changes.

- 3.2. The Air Force seeks to utilize private capital to support the construction of new three bedroom units in lieu of two-bedroom modified units. As such, this will remain the number one desired enhancement in the construction requirements portion of the Generic RFP.



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WASHINGTON DC

28 MAY 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/ILE
1260 Air Force Pentagon
Washington DC 20330-1260


SUBJECT: New Military Family Housing (MFH) Size Standards

Congress rescinded the MFH size limits with the passage of the FY01 National Defense Authorization Act. Based on recommendations from a National Association of Home Builders Study (NAHB) the CSAF approved the use of new standards for Military Family Housing construction and privatization. These standards will improve the quality of life for our members and their families by increasing the size of new MFH units, permit construction of two car garages, and set a higher standard for Chief Master Sergeants. Consistent with previous Congressional guidance, the standard continues to provide additional allowances for handicap accessibility, arctic rooms, and special command positions.

Recognizing the NAHB study documented that variances in size and amenity exist between new and existing homes in the private sector, the Air Force will program improvement, replacement, and new construction of MFH within the minimum and maximum size ranges identified in the attached policy. These standards provide for room patterns and floor areas similar to the private sector and the attached application policy ensures that such patterns will conform to locality standards. Only inadequate housing units requiring major renovation may be improved or replaced at a size within the ranges identified.

The effective rescission date of the statute was 1 Oct 01 therefore, the old statutory limits apply to all construction, acquisition, or improvement commenced prior to FY02. Congressional notification is required to identify the size of units planned for construction. The AF will implement the new standards in FY03 given prior fiscal year budget requests were based upon the old standards. However, when the bid climate permits and scope reductions and cost increases are not required, MAJCOMs may request approval to award new project starts to the new standards.

Authority to exceed the construction programming benchmark requires my prior approval. Authority to exceed the new maximum size standard requires SAF/IEI prior approval and congressional notification. The new size standards application policy will be included in the next update to AFI 32-6002, *Family Housing Planning, Programming and Design and Construction*. Our POCs are Lt Col Mark Leonard (DSN 664-4252) and Mr Roberto Castellanos (DSN 664-4239).


EARNEST O. ROBBINS II, Maj Gen, USAF
The Civil Engineer
DCS/Installations & Logistics

Attachment:
MFH Size Standards Application Policy

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See Attached List

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Application of Military Family Housing Standards Policy

Improvement Policy

The policy below shall be used to apply the new size standards when determining requirements to improve existing military family housing units. Improvements to adapt new size standards shall be done in conjunction with improvements required to correct housing component condition deficiencies. Units shall be replaced when the cost to improve a unit exceeds 70% of the cost to construct a unit equivalent in size to the programming benchmark unless the unit is historic.

General Rules

- Assess all units against the “minimum acceptable size” of the family housing standards and program up to the programming benchmark to correct size and functional deficiencies. See Table 1 below.
- Verify compliance with minimum functional requirements (relationship among spaces and minimal dimensions of each space) for all required spaces and sizes as outlined in the Air Force Family Housing Guide “Blue Book”.
- Use professional judgement and balance value added versus cost.
- Conversions and changes in designations to other grade and bedroom types are permitted when the change in use provides the most economical solution to satisfy core requirements identified by the housings market analysis
- The following options shall be used to determine application of size standards when determining improvement requirements for existing military family housing units:

Option 1. Family Housing Unit meets minimum unit size and provides the minimum functional requirements: Conversions and additions will not be considered if the unit meets the minimum acceptable size standard of the improvement size range and has all the required functional spaces.

Option 2. Family Housing Unit meets minimum unit size but does not provide the minimum functional requirements: If overall Gross Square Feet (GSF) of the house meets the minimum acceptable size standard but it lacks a required functional space, analyze the following options to bring the house to functional adequacy within the limits of the improvement size range:

- Reconfigure to accommodate functional space within existing envelope of the house.
- Analyze requirements against existing assets by grade and bedroom, considering addition for functional requirement within grade or conversions to higher grade, lower grade, or 2:1.
- Implement most cost effective option that satisfies functional space and base requirements.

Option 3. Family Housing Unit provides the minimum functional requirements but does not meet the minimum unit size: If unit meets functional requirements, but

Application of Military Family Housing Standards Policy

overall Gross Square Feet (GSF) of the house is less than the minimum acceptable size standard:

- Consider addition for functional requirement within grade.
- Analyze requirements against existing assets by grade and bedroom, considering addition for functional requirement within grade or conversions to higher grade, lower grade, or 2:1.
- Implement most cost effective option that satisfies functional space and base requirements.

Option 4. Family Housing Unit provides neither the minimum functional requirements nor the minimum unit size: Reference Options 2 and 3.

When required, unit size increases are permitted through additions and conversions up to the Programming Benchmark of replacement/new construction as feasible. All additions and/or conversion must be carefully analyzed to maximize efficiency, functionality, and provide improved quality of life while applying value engineering and common sense approach to minimize cost. All improvements with additions and/or conversions must not exceed 70% of replacement cost on a per unit basis.

Conversion Policy

- Consider conversion alternative in lieu of additions only when more cost effective to meet requirement and when necessary to achieve rank segregation requirements at the installation. (Conversions for rank segregation shall be minimized as much as possible. Segregation shall be applied to the lowest possible level; segregate buildings and streets before segregating whole areas and neighborhoods)
- Carefully select conversions that provide optimum functional layout and required functional spaces within the Improvement Size Range with minimal interior layout changes.
- Before reducing the inventory through conversion, consider the overall housing requirement (deficit/surplus) at the installation (overall and by grade and rank).
 - When a deficit exists and/or is created, the cost to replace the lost unit/units shall be included in the conversion cost analysis.
 - Units identified to satisfy customer demand requirements shall be designated to grade and bedroom type that provides best fit to the existing size and number of bedrooms of the units.
 - Ensure, through the housing community plan process, designation of customer demand units in addition to core units does not result in inventory that exceeds the total projected family rental requirement (for each grade and bedroom requirement)
- Compare conversion/addition costs to assure the best value and most cost efficient solution for the program cost.

Application of Military Family Housing Standards Policy

Additional Policy

- Do not add space solely to reach the Programming Benchmark of replacement/new construction.
- Add only required functional spaces that are deficient and/or additional square footage as needed to provide a well-proportioned functional layout with high impact on livability and improved quality of life.
- All added spaces must be properly sized to meet the requirements of the intended function and must be in relative proportion to the rest of the house.
- Reconfigure existing spaces/walls, only when cost effective, to meet functional requirements and/or to enhance livability.
- Always balance quality impact/value added and cost when analyzing additions and existing wall/space reconfigurations.
- Consolidate additions and changes to existing spaces/walls for cost efficiency. Split additions only when it minimizes reconfiguration of existing interior layout and structure and/or is the most cost effective approach to satisfying a deficiency in different functional areas (living versus bedroom) of the house.
- Coordinate all additions with site constraints to avoid unnecessary demolition of existing units.

Allowances For Special Conditions

- Handicap Accessibility: Up to 5% allowance is permitted to accommodate accessibility requirements when providing adaptable designs to meet ADA requirements. This allowance should be used only to satisfy the additional clearance requirements in select spaces and not as a means to provide unnecessary added space.
- Arctic Recreation rooms and Vestibules: Up to 300 Square feet allowance, solely dedicated to additional functional spaces designated as Recreation Room and Vestibules in Arctic regions if required. The Arctic recreation Room can typically be accommodated in the basements (if proper egress exists). These additional functional spaces are only applicable for Eielson AFB, Elmendorf AFB, Grand Forks AFB, Minot AFB, Malmstrom AFB, and Cavalier AS. This additional allowance cannot be used to increase area of any other functional space of the unit.
- 10% Differential for Position: Up to 10% differential allowance for the Installation Commander, the Senior NCO of Installation and special command positions as designated by the Secretary of Defense.
- Attic and basements:
 - Finished spaces in attics and basements must meet all life and safety codes and count towards the allowable Net Square footage of the unit.
 - All finished spaces provided in an attic and/or basement must be to provide a required functional space.

Application of Military Family Housing Standards Policy

- Any existing finished space in attics and basements that do not meet life and safety codes and is not feasible to bring up to code must be returned to storage areas at time of renovation with appropriate finishes for such space.

Garages

- A maximum of a two-car garage is authorized for all units. For attached units, the number of garages (one versus two) should be in direct relation to the size of the units and type of construction required.
- Garages are not required for improvement when site constraints exist and when construction is cost prohibited and/or results in loss of units.
- Size standards in Air Force Design Guide (Blue Book) will be followed.
- Consider incorporating exterior bulk storage (if required/feasible) integrated with garage structure.

Replacement and New Construction Policy

- Plan, program, design and budget replacement and new construction units to the Programming Benchmark of the replacement/new construction size range. (See Size standards Table below) Allow local markets to impact bid proposals. Proposals can be accepted within the acceptable size range for replacement/new construction.
 - The replacement and new construction maximums may be accepted as long as there is no increase in program cost or a reduction in program scope.
- Only provide required functional spaces within the allowable square footage.
- Provide good functional layout with well proportioned spaces.
- Do not provide basements or attics unless required to satisfy unique site or climatic conditions.
- Two-car garages are allowed for detached homes and up to a two-car garage is allowed for attached homes (depending on type of construction, layout, size, and site constraint).

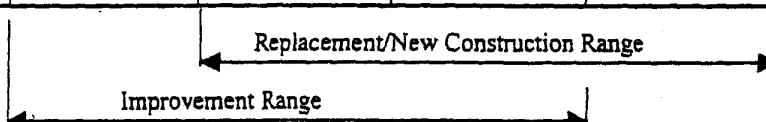
Waiver to Exceed the Programming Benchmark and Construction Maximum Units Sizes

- Waivers to exceed programming benchmark and construction maximums shall only be considered when sizes can be obtained within original program scope and cost.
 - Variances greater than the programming benchmark up to the construction maximum must be approved by ILE.
 - Units shall not exceed the construction maximum size unless otherwise approved by SAF/IEI however; congressional notification is also required.

Application of Military Family Housing Standards Policy

Proposed Military Construction Size Standards in Gross Square Feet

Construction Category (Family Size)	Bedroom Count	Replacement Minimum Square Feet	Construction Replacement Minimum (Or Statutory Limit)	Replacement Maximum Square Feet	Construction Maximum
E1-E3 (JENL) E4-E6 (JNCO)	2	1,080	1,180	1,340	1,500
	3	1,370	1,490	1,630	1,760
	4	1,530	1,670	1,950	2,220
	5	1,760	1,920	2,300	2,670
E7-E8 (SNCO) W1-W3 (WO) O1-O3 (CGO)	2	1,080	1,180	1,490	1,790
	3	1,530	1,670	1,860	2,050
	4	1,650	1,800	2,150	2,500
	5	1,760	1,920	2,510	3,090
E9 (SNCO) W4-W5 (WO)	3	1,590	1,740	2,020	2,300
	4	1,760	1,920	2,310	2,700
O4-O5 (FGO)	3	1,590	1,740	2,020	2,300
	4	1,760	1,920	2,310	2,700
O6 (SO)	4	1,930	2,110	2,520	2,920
O7-O10 (GO)	4	2,380	2,600	3,330	4,060



GROSS FLOOR AREA:

All interior spaces (finished and unfinished) within the exterior faces of exterior walls and center line of party walls (in multiplex units) of housing units with the following areas of exclusion:

- Carports and garages,
- Exterior bulk storage (detached),
- Trash enclosures,
- Porches, open or closed, which are not heated or cooled and which retain the basic characteristic of a porch
- Terraces, patios, decks, balconies, and entrance stoops.



**DEPARTMENT OF THE AIR FORCE
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17 NOV 2002

MEMORANDUM FOR ALMAJCOM/CE

FROM: HQ USAF/ILE
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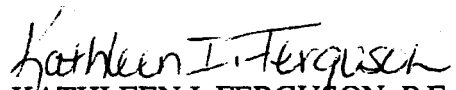
SUBJECT: Housing Privatization Executive Review Policy Changes

Our Housing Privatization Executive Review, 12-16 August, provided an important look at our housing privatization program. I appreciate your participation and comments during the VTC outbrief on 9 September. As a result of the review and outbrief, there are key policy changes I believe are necessary to improve this program and move our housing privatization initiatives forward. Key policy changes are:

- 1) The default position for our privatization projects is no limited loan guarantees. Be extremely selective in the use of loan guarantees and fully justify each use in the development of the concept. The justification will need to be included in the DD Form 1391, the preliminary scoring report and in the final scoring report.
- 2) Following the Source Selection Authority's selection, no work or discussions will be held with the probable successful offeror, no tenant leases will be signed, and no town hall meetings will be conducted on the installation until after the 45-day congressional notification period has ended and written approval is given by ILEH to announce the successful offeror.
- 3) The DD Form 1391 will document and control all privatized housing project accountability. Scoring or scope changes of 15% or less require approval by AF/ILEH; greater than 15% and up to 25% require approval by AF/ILE; and greater than 25% require approval by SAF/IEI. Requests for changes will be submitted by the MAJCOM/CE. A marked-up DD Form 1391 will accompany the request.
- 4). The most current version of the generic RFP is mandatory for all projects from FY04 and beyond. Additionally, all RFPs not in active solicitation or source selection must incorporate Chapters 4 and 5 of the generic RFP, all applicable appendices, and the generic competition plan for evaluation of proposal submittals.
- 5). The RFP will be modified to reflect that non-severable housing areas will be filled first with military families. While severability remains a consideration, we will move towards full base privatization initiatives, keeping financial considerations in the equation.
- 6). Bundling of installations is being tested with the Eglin/Hurlburt project and will be expanded to other areas, where feasible.

AF/IL and MAJCOM/CV VTCs will continue. All players need to commit to removing roadblocks and dedicating full effort to executing housing privatization projects. Each installation must adhere to the requirements of configuration control as stated in the AF/ILE memorandum, "Reporting Changes to Housing Privatization Schedule," 20 Nov 01.

I appreciate your assistance in implementing these changes immediately. These changes will be included in the final revision of Air Force Instruction 32-600X, "Housing Privatization Policy and Guidance," scheduled for publication early next year. Our point of contact for these issues is Colonel Jim Holland, DSN 664-4470.


KATHLEEN I. FERGUSON, P.E.
The Deputy Civil Engineer
DCS/Installations & Logistics

cc:
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